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My definition of an expert in any field is a person who knows enough about what's really going to be scared.

- P. J. Plauger, Computer Language

Purchasing Update

Division of Purchasing, Idaho Department of Administration
November 3, 2004

Volume 3, Issue 5

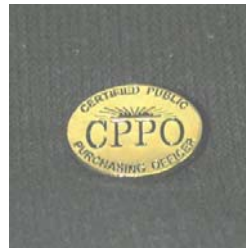
Local Chapter of NIGP Formed

On July 21, 2004 the Treasure Valley Chapter of NIGP was officially reinstated at a chartering ceremony held in Boise. NIGP President, Ron Watkins, CPPO officiated the ceremony. A swearing-in ceremony was held installing interim officers **Frank Pierce, President, Pearl Smith, Vice President, Diane Morrison, Secretary, and Jade Bacus, Treasurer.**



New chapter President Frank Pierce had these comments: "The Idaho Chapter was formed in 1980 but by the 90s was no longer functioning. In recent years there has been a renewed interest in education and certification and we are very proud to be able to reinstate the chapter. We thank all of the hard working purchasing officials within the State and those at NIGP who supported this effort and made it happen. Now the real work begins - making the chapter successful. I know that we are up to the challenge and all of us in Idaho look forward to joining with local chapters across the nation and around the world as we work together to advance the public purchasing profession."

The chapter is currently in the process of changing its name to the Idaho Public Purchasing Association (IPPA). For more information on joining IPPA contact Frank Pierce at fpierce@adm.idaho.gov



UPPC Certifications Issued



Lyle Gessford, Mark Little and Frank Pierce of the Division of Purchasing, along with Bob Perkins, Dept. of Environmental Quality, Louie Konkol, Dept. of Lands and Larry Buell, Dept. of Health & Welfare, are the latest recipients of the Certified Public Purchasing Officer (CPPO) certification conferred by the Universal Public Purchasing Association (UPPCC). Diane Morrison, Boise City Public Works, has received the Certified professional Public Buyer (CPPB) designation.

This prestigious designation is an outstanding honor for individuals in the public purchasing profession and an asset to their specific division of governmental administration.

CPPO and CPPB candidates are required to meet specific criteria established by the UPPCC. This criterion includes public purchasing experience, education, and training in purchasing related subjects. The CPPO designation also requires functional management experience. A comprehensive written examination (and oral assessment for CPPO) is required to confirm the candidate's mastery of the body of knowledge for public purchasing professionals. The individual demonstrates a standard of competency that is a benefit to the public. The CPPO and CPPB certification honors those professionals who have completed this process.



Publication Revisions

The following publications have been revised to reflect the new *State Property Trade-In Authorization Request Form* (released in June 2004). You may print a hard copy to update your books by clicking on the links or by going to the purchasing web site under "Publications."

Chapter 23, Surplus Property Disposal and Trade-Ins (revised 6-04)

<http://www2.state.id.us/ADM/PURCHASING/ReferenceGuide/23.%20Surplus%20Property%20Disposal%20&%20Trade-in.pdf>

Small Purchasing Guide (revised 6-04)

<http://www2.state.id.us/ADM/PURCHASING/ReferenceGuide/SmallPurchases6-04.pdf>

In addition to the publications above, the form may be downloaded from the purchasing web site at: <http://www2.state.id.us/ADM/PURCHASING/Trade-InPropertyRequestForm.xls>



Training Opportunities

The Division of Purchasing is offering the following purchasing classes:

Introduction to Idaho Public Purchasing

November 9, 2004

Idaho Transportation Dept, Boise

Writing Effective Specifications

December 16, 2004

Idaho Transportation Dept, Boise

For more information on these classes and online registration go to:

<http://www2.state.id.us/adm/purchasing/training.htm>

Other public purchasing training opportunities available in the Pacific Northwest:

The Washington State Chapter of NIGP offers the following seminars in Seattle:

How To Write A Pocket Purchasing Guide - Nov 17th - 1 day class, Register due by Oct 27th
Specification Writing - Nov 18th - 1 day class, Register due by Oct 28th

The Cascadia Chapter of NIGP offers these seminars in British Columbia, Canada:

Sourcing in the Public Sector - Nov 8-10, 2004
Contracting for Services - Nov 25-26, 2004
Legal Aspects of Public Procurement - Dec 6-8, 2004
Introduction to Public Purchasing - Jan 19-21, 2005
Planning, Scheduling and Requirement Analysis - Jan 31-Feb 2, 2005
Developing and Managing Requests for Proposals in the Public Sector - Mar 9-11, 2005
Contract Administration - Feb 14-15, 2005

Flyers and Registration Forms may be downloaded from the Purchasing web site training page:

<http://www2.state.id.us/adm/purchasing/training.htm>

Purchasing Q & A

Q: Where can I find a statute/policy regarding debarment of vendors or subcontractors?

A: Idaho has a procedure called "disqualification" as opposed the federal governments "debarment." The specific Idaho statute is:

67-5730. QUALIFICATION OF VENDORS -- DISQUALIFICATION OF VENDORS --
NOTICE -- APPEALS.

(1) No vendor shall be allowed to submit a bid unless such vendor is qualified. All vendors are qualified unless disqualified.

(2) Vendors may be disqualified for any of the following reasons:

- (a) Failure to perform according to the terms of any agreement;
- (b) Attempts by whatever means to cause acquisition specifications to be drawn so as to favor a specific vendor;
- (c) Use of the provisions of this chapter to obstruct or unreasonably delay acquisitions by the state. Obstruction is hereby defined as a lack of success in more than fifty percent (50%) of the specification challenges made in each of three (3) different acquisitions during any twenty-four (24) month period;
- (d) Perjury in a vendor disqualification hearing;
- (e) To knowingly violate the provisions of this chapter; or

(f) Debarment, suspension or ineligibility from federal contracting of the vendor, its principals or affiliates.

(3) A vendor shall be notified by registered mail within ten (10) days of disqualification and may, within thirty (30) days of the receipt of such notice, request of the director of the department of administration a hearing before a determinations officer. Any hearings shall be held in accordance with chapter 52, title 67, Idaho Code.

(4) In lieu of disqualification, the determinations officer may recommend to the director of the department of administration specific conditions to the vendor's continued participation in acquisitions by the state.

(5) Disqualification or conditions may be imposed for a period of not less than six (6) months or not more than five (5) years.

Note that the statute allows for a process for a vendor to be disqualified from "bidding" (that means sealed, competitive formal bids over \$50,000). They are not automatically disqualified from doing other business with the state unless such a determination is made by the State (see Section 4 above).

Since there are appeal rights afforded to vendors that must be answered by the Director of the Dept. of Administration, any determination that a vendor is disqualified from participating in the bidding process must be made by the Division of Purchasing.

The Federal Government can debar vendors and persons for a variety of reasons. In some federal grants there may be a requirement that the state agency not do business with a vendor that has been excluded from receiving federal money. Section 2 (f) in the Idaho statute quoted above was added in 2001 to allow for this contingency. The Federal Government calls their listing system the *Excluded Parties Listing System* and is available on the Internet at:

<http://epls.arnet.gov/News.html>



Contract Updates

Photocopiers – Contracts for the rental or purchase of copiers were awarded July 27, 2004. Awards were made to Ricoh, Xerox, Sharp, Kyocera Mita, and Imagistics. For details on the copiers and installing dealers for your area please refer to the purchasing website, statewide contracts listing.

Facsimile Contracts - Fax contracts have been awarded and information is now available on the purchasing website. The web site area under the Facsimile Equipment listing on the Statewide Contracts List also has a link for an Excel spreadsheet containing ordering instructions and blank order forms. Agencies are reminded that copies of all fax orders are to be sent to the Division of Purchasing.

Paper - Xerographic & True Bond, Contracts SBPO1084, SPBO1085, and SBPO1086 have been extended until January 1, 2005. All contracts also have updated pricing. The Xpedx contract has new pricing effective 9/3/04 and the Boise Cascade contracts have new pricing effective 10/1/04.

Leasing of IT Equipment - Contract SBPO1202 (formerly SBPO169) has been extended until 6/30/2005. Please note that lease rates change quarterly - the latest change was effective 10/1/04. Please contact Gerry Silvester gsilvest@adm.idaho.gov if information on current rates is needed.

Rental Cars, Short Term - The Enterprise Car Rental Contract (SBPO1201) has been posted to the Division of Purchasing website. There is also a link on the web site to a quick rental rate guide and Idaho Enterprise locations as well as a link to the Enterprise primary web site for making reservations.

This contract is the culmination of an effort between the states of Oregon, Washington, and Idaho to leverage volume to garner some great rental rates. The rates include all insurance, thus travelers should be instructed to decline any supplemental insurance coverage when completing the rental application.

Agencies need to have an Agency ID number to ensure the proper contract rates are provided. Contact Ryan Staten, Phone 208-658-0868, Ext. 204, ryan.g.staten@erac.com if your agency has not already been contacted by Enterprise to establish an Account Number. The Number format will be a seven-digit number (47ID***).

Reservations need to be made at least 24 hours in advance to ensure vehicle availability. On-line booking using Enterprise's web site is the preferred method, but reservations may also be made by calling 1-800-RENT A CAR (1-800-736-8222). Select Option 3, and provide the agency account number (47ID***).

Unlike previous automobile rental price agreements, this contract is a MANDATORY use contract. If Enterprise is unable to meet the needs of your agency travelers (unavailability of vehicles or location issues, for example), you should contact other car rental companies using prudent business purchasing practices. The State's previous rental contractors, Dollar, Hertz, Budget, and Avis have indicated a willingness to honor previous price agreement conditions and rates. Situations where Enterprise is unable to meet your traveler's needs must be reported via email to Gerry Silvester gsilvest@adm.idaho.gov for contractor compliance purposes.

Four primary payment methods are available. They include use of the State's Purchasing Card (MasterCard PCard), Agency Ghost Account (agency maintained PCard account), Direct Billing (contact Enterprise to establish account), and Individual personal credit card or cash.